

***ENTERPRISE
COPIER
Support Services
Ordering Guide***

<i>BPA(s)</i>	W911SE-04-A-0004	XEROX CORPORATION
	W911SE-04-A-0005	CANON USA INC
	W911SE-04-A-0006	KONICA/MINOLTA BUSINESS SOLUTIONS
	W911SE-04-A-0007	OCE' NETWORK PRINTING SOLUTIONS
	W911SE-04-A-0008	RICOH CORPORATION
	W911SE-05-A-0003	SHARP ELECTRONICS
	W911SE-05-A-0012	KYOCERA MITA AMERICA INC
	W911SE-05-A-0013	PANASONIC CORP OF NORTH AMERICA

**SOUTHERN REGION CONTRACTING CENTER-EAST
DIGITAL COPIER SERVICES
BLANKET PURCHASE AGREEMENTS**

**ADMINISTERED BY: ACA-SRCC-EAST
INSTALLATION SUPPORT DIVISION
FORT MCPHERSON GA 30330-1096
404-464-1545**

Section I

BPA Overview

The Southern Region Contracting Center East (ACA-SRCC-E) awarded multiple Blanket Purchase Agreements to Xerox, Canon, Konica/Minolta, OCE' and Ricoh on 23 February 2004. The BPA agreement(s) provide copier services on multiple service plan options (i.e. cost-per-copy, lease to own or flat monthly rental and maintenance of government-owned equipment, if offered) to various Department of Defense Agency installations to include tenants and supported remote sites. Additional BPAs were awarded to Sharp Electronics, Kyocera-Mita American, Inc. and Panasonic Corp of North America in 2005.

Advantages of the Contractor BPA(s) include the ability to tailor orders to specific installation needs and to expand on the negotiated 10% minimum discount off of the current GSA schedule prices among the BPA schedule holders .

Who May Buy

All Department of Defense Agency installations/sub-installations to include tenants and supported remote sites that are eligible to purchase through GSA Federal Supply Schedule contracts may be permitted to purchase services available under the BPAs.

Term of BPA

The Contractor BPAs will be reviewed annually by the ACA-SRCC-East from the date of the signed agreement and will expire at the end of five years or sooner if determined necessary by the ACA-SRCC-E Contracting Officer.

ACA-SRCC TEAM

General Support Division/ Team Leader
Contracting Officer

Zalerie Moore

404-464-1555

Contract Administrator

Terry Green

404-464-1545

Address:

Southern Region Contracting Center East
1301 Anderson Way SW, Bldg. 130
Fort McPherson, GA 30330-1096
Fax: 404-464-1732

The Southern Region Contracting Center-East is responsible for the administration of the Master Agreement and the Ordering Guide. All references to the Master Agreement pertain to the overall administration of the suite of eight Contractor BPAs.

All references to the Contractor BPAs represent the eight individual BPAs which the installations will compete to determine their installation successful offeror.

BPA CONTACT INFORMATION

W911SE-04-A-0004:	XEROX CORPORATION J. David Goins (Federal Contracts Manager) 7900 Westpark Drive, Suite A400 McLean, VA 22102 GSA# GS-25F-0062L POC: Lola Beggs: 703-751-6294
W911SE-04-A-0005:	CANON USA INC. Daniel Ayer 2110 Washington Blvd, Suite 300 Arlington, VA 22204-5799 GSA# GS-25F-0023M POCs: Daniel Ayer: 703-807-3951 or Denise Harper: 703-807-3153
W911SE-04-A-0006:	KONICA MINOLTA BUSINESS SOLUTIONS Nick Macioce 500 Day Hill Road Windsor, CT 06095-5711 GSA# GS-25F-0030M POC: Larry Carter: 703-842-3273 or 703-271-1185, ext 3270
W911SE-04-A-0007:	OCE' NETWORK PRINTING SOLUTIONS Benita Hancock 5450 N. Cumberland Chicago, IL 60675-2601 GSA# GS-25F-0061N POC: Benita Hancock: 770-395-4441 or Kathy Carey: 800-659-0061 ext 3910
W911SE-04-A-0008:	RICOH CORPORATION Anthony Massey Five Detrick Place West Caldwell, NJ 07006-0168 GSA# GS-00F-0011M POC: Anthony Massey: 303-460-1353 Or Karen Shunk: 973-808-7543
W911SE-05-A-0003:	SHARP ELECTRONICS

W911SE-05-A-0012:

**Charles Womack
1 Sharp Plaza Suite 1
Mahwah, NJ 07430-0116
GSA# GS-25F-0037M
POC: Charles Womack: 703-989-8182
KYOCERA MITA
Jack Burton
1655 Fort Myer Dr. Suite 1000
Arlington, Virginia 22209-3113
GSA# GS-25F-0062M
POC: Jack Burton: 703-469-2330**

W911SE-05-A-0013:

**PANASONIC CORP OF NORTH AMERICA
Sim Reid
1 Panasonic Way 1F-6
Secaucus NJ 07094-2917
GSA# GS-25F-0124M
POC: Sim Reid: 770-338-6513**

Invoices and Payment

The requirements of a proper invoice are as specified with the BPA holders Federal Supply Schedule contract. Invoices shall be submitted to the address specified in the individual installation delivery orders.

Payment instructions and payment office shall be specified on each Delivery Order. The payment terms and payment method will be negotiated for each individual delivery order.

Section II

Ordering Information

1. DELIVERY ORDERS:

a. The issuing of Delivery Orders will be decentralized. The authorized installation contracting office will ensure that Section 803 compliance is met for all BPA orders. Authorized installations/sub-installations are defined as any Department of Defense Contracting office that has authority to obligate agency dollars. A copy of this ordering guide will be placed on the Southern Region Contracting Center East (ACA-SRCC-East) homepage (www.forscom.army.mil/aacc/copierBPA).

b. All orders issued will be fixed price.

c. Verbal orders are authorized but not encouraged as part of day-to-day operations.

ordering info

2. MODIFICATIONS:

a. Administration of the Master Agreement and Ordering Guide will be performed by the Southern Region Contracting Center East. Delivery order administration will be the responsibility of the individual installation issuing office.

b. Modification proposals to the Master Agreement and the Ordering Guide shall be submitted to the Southern Region Contracting Center- East, Attn: General Support Division (GSD) (Mr. Terry Green), 1301 Anderson Way SW, Building 130, 1st Floor, North, Fort McPherson, GA 30330-1096.

3. ADMINISTRATIVE REPORTING:

a. The BPA holder shall provide a report as identified in the Master Agreement when required. They may be mailed to Southern Region Contracting Center-East, Attn: General Support Division (GSD) (Mr. Terry Green), 1301 Anderson Way SW, Building 130, 1st Floor, North, Fort McPherson, GA 30330-1096, or send via e-mail to Terry.Green@forscom.army.mil or Zalerie.Moore@forscom.army.mil.

b. The BPA holder may periodically be required to submit other reports as needed by the Issuing office during the performance period. The type of reports and their due dates will be identified in the individual installation delivery orders.

4. TERMS AND CONDITIONS

The terms and conditions included in the Contractor BPAs apply to all services made pursuant to them. In the event of an inconsistency between the provisions of the Contractor BPAs and the Contractor's GSA Schedule, the provisions of the Contractor BPAs will take precedence unless otherwise determined by the Contracting Officer. All disputes regarding individual delivery orders are to be referred to the delivery order Contracting Officer.

Procedure for Using Contractor BPAs

Installation DOIM (Customer)

1. Comply with the IMA guidance for use under the one DOIM concept.
2. Determine requirement to include number of copiers by volume band. Include location, POC, and POC's phone number. Review Contractor BPA Statement of Work and customize to your needs. A detailed statement of work that includes a description of the individual installations' copier needs will be included in each individual installations' request for quote.
3. Coordinate requirement and funding with supporting contracting office.
4. Provide technical evaluation assistance as necessary to assist the contracting office in determining the successful BPA holder for your installation.

Contracting Officer (KO):

1. All users of the Contractor BPAs are still required to compete their requirements in accordance with Section 803 of Public Law 107-107.
2. The guidelines set forth below apply when the assigned Contracting Officer (KO) for the copier support services requirement competes services using the Contractor BPAs as another source of competition.
3. The KO will ensure that competition is obtained when using the Contractor BPAs in addition to other sources.
4. The KO should involve all customers who generate the requirements, local legal advisor and any others as necessary in all aspects of this process.
5. The KO will provide a Statement of Work applicable for each requirement, with a point of contact (POC), to all competing contractors. Any additional instructions should also be provided.
6. The KO should allow adequate time, commensurate with the size and complexity of the requirement, for the contractor(s) to submit an offer.
7. The KO should consider use of oral proposals and other acquisition streamlining procedures.
8. The KO will document the file as to the rationale for the selection.
9. The KO will document the file if competition is sought, but not received.